

Registration Validation Agent Agreement

Form 9400-569 (R 10/05)

Notice: Vendors are required to provide information requested on this form and to enter into an agreement with the Department, pursuant to ss. 23.33, 30.52 and 350.12, Wis. Stats. The Department may not grant the Vendor authority to accept and validate snowmobile and all-terrain vehicle registration applications and fees and to provide expedited services for boat, snowmobile and all-terrain vehicle registrations unless this form and agreement are completed. Personally identifiable information requested will be used for program administration and enforcement and is not intended to be used for any other purpose. Information will also be available to requesters as required under Wisconsin's Open Records Law [s. 19.31 - 19.39, Wis. Stats.].

Vendor Information

Vendor / Corporation Name	County	Business Telephone Number	
Street Address	City	State	ZIP Code
Authorized Representative Name	Title		

Agreement Information

The State of Wisconsin, Department of Natural Resources (the Department) and the Vendor enters into this agreement for the purpose of granting the Vendor the authority to accept and validate snowmobile and all-terrain vehicle registration applications and fees and provide expedited services for boat, snowmobile and all-terrain vehicle registrations pursuant to ss. 23.33, 30.52 and 350.12, Wis. Stats.

Agreement Date

Termination Date

THE PARTIES AGREE AS FOLLOWS:

1. The Department authorizes the Vendor to perform registration services from the date this agreement is executed by the Department through the termination date listed above.
2. Registration application validation and the available expedited services shall be available during all hours the Vendor is open for business.
3. Any application and fees accepted by the Vendor for validation or expedited services shall be submitted to the DNR within 7 days of receipt.
4. The Vendor shall maintain a record of services performed and monies received on a monthly basis. This record shall be available to the Department for inspection on demand.
5. The Vendor may collect and retain a \$3.00 service fee in addition to the registration fee and sales tax collected from each registration application submitted for validation services.
6. The Vendor may collect a \$5.00 expedited service fee in addition to the registration fee and sales tax collected from each registration application submitted for expedited services. The vendor will retain \$4.00 and remit \$1.00 to the Department for each expedited service fee collected.
7. Except as provided herein, the Department may terminate this agreement upon thirty (30) days written notice to the Vendor. If the Department determines that the Vendor's operation is unsatisfactory in any substantial respect or if the Department determines that the Vendor has breached any provision of this agreement the Department may terminate this agreement immediately either orally or in writing. Upon termination of this agreement the rights of the vendor are forfeited, and the Department may immediately take possession of all registration applications and monies due.
8. This agreement will terminate on the date listed above. However, if the Vendor informs the Department in writing within sixty (60) days before the termination date that the Vendor wishes to renew this agreement, the Department in its sole discretion, may renew for any identical period as the original terms, subject to the same terms and conditions contained herein.
9. The Vendor shall not assign or otherwise transfer this agreement except with the express written approval of the Department.
10. Where applicable, the Vendor shall furnish full worker's compensation coverage for its employees and shall comply with all social security and withholding tax laws and rules. A person claiming that coverage is not required under Chapter 102, Wis. Stats., shall, upon request, provide the basis for such opinion in writing to the department.
11. In connection with the performance of work under this agreement, the Vendor agrees not to discriminate against any employee because of age, race, religion, color, handicap, sex, physical condition, and developmental disability as defined in s. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Vendor further agrees to take affirmative action to ensure equal employment opportunities. The Vendor agrees to post in conspicuous places, available for employees and applicants for employment, notes to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Agreements estimated to be ten thousand dollars (\$10,000) or more require the submission of a written affirmative action plan. Vendors with an annual work force of less than ten employees are exempted from this requirement.
12. The Vendor is an independent contractor and not an employee of the Department, and the Vendor assumes full responsibility for any liability which may arise out of the management or operation of this agreement.

Signatures

Vendor Authorized Representative Signature	Date Signed
Department Authorized Representative Signature	Date Signed
Printed or Typed Name of Department Authorized Representative	Title